

ISDA COST SHARE PROGRAM HANDBOOK 2006

*Matthew K. Voile, Bureau Chief, Noxious Weeds Program
Idaho State Department of Agriculture
[Rev. October 31, 2005]*

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CHANGES TO THE COST SHARE HANDBOOK AND APPLICATION PROCESS – WHAT’S NEW FOR APPLICATIONS DUE DECEMBER 31, 2005:

In response to input received from various Cost Share Program participants throughout the year, from input and discussion by the Cost Share Application Review Committee, and in an effort to simplify the cost share process and yet maintain financial accountability, following are the most significant changes to the ISDA Cost Share Program Handbook, revised October 31, 2005:

1. **Guideline 1, IV. How to Complete a Financial Ledger (Exhibit 14):** Add the following items to the list:
 - Instead of having to do a completely new ledger each quarter, continue to add on to the bottom of the previous quarter's information and file the new report showing current and previous transactions.
 - All quarterly ledgers and in-kind match summaries must be signed and dated by a person authorized to do so on behalf of the CWMA.
2. **Guideline 3, Eligible and Ineligible Costs:** Section III, Purchasing GPS Units, has been changed to provide more accurate and current information for suggested purchases.
3. **Guideline 4, Criteria for Evaluation of Cost Share Applications:** Section I, "What Criteria is Considered When Ranking applications for Funding?" The titles of the application criteria categories have been modified slightly to more accurately reflect the current focus on the Strategic Plan and Annual Operating Plan, instead of the past focus on "projects." Instead of three additional criteria of seven possible choices, five categories will receive focus in 2006 projects. The number of points possible for each category has changed, but the overall possible score of 100 points remains the same.
4. **Guideline 5: How to Amend a Cost Share Budget:** Section II, Reallocation of Funds into the Next Fiscal Year (Exhibit 10): Changed language to clarify time deadline from "end of the year" to "end of the fourth quarter."
5. **Guideline 7: Keeping Accurate Records:** Section III, How to Manage the Budget: Changed terms from "project" to "priority."
6. **Guideline 8: Reports:** Section II, Financial Reporting: Add the requirement, "Financial Ledgers and In-Kind Match Summaries must be signed and dated at the bottom by a person authorized by the CWMA."
7. **Appendix 3: ISDA Noxious Weed Cost Share Program Glossary Terms:** There is a need for consistency throughout the various weed-related documents of the state. The Cost Share Handbook should be more closely aligned with the State's Strategic Plan (revised October 2005) and Noxious Weed Law. As a result, many terms have been

revised or added. The goal is to ensure consistency and accuracy in reporting on items such as monitoring, mapping, treatment, or inventory.

8. **Exhibit 5 – Annual Operating Plan:** The following questions have been added.

III. COUNTY WEED SUPERINTENDENT INVOLVEMENT IN CWMA:

- A. Are Cost Share funds used for the payment of a county weed superintendent's salary? ____ Yes ____ No
- B. If yes, what percentage of the county weed superintendent's salary is paid by cost share funds? ____%
- C. If the answer to A above is yes, what percentage of Cost Share funds is devoted to payment of salary for the county weed superintendent? ____%

9. **Exhibit 7 – Standard Rates for In-Kind Contributions:** The standard rate match amounts for in-kind contributions were adjusted upward to reflect rising costs for personnel, vehicles, and equipment over recent years. These rates are to be used to calculate in-kind contributions, unless you can demonstrate that an alternative rate is valid for your circumstances.

GUIDELINE 1: THE APPLICATION PROCESS:

I. WHAT IS A COMPLETE APPLICATION?

A. CWMA APPLICANTS

Complete application must include the following documents, submitted in this order:

1. Application checklist (Exhibit 1)
2. Application Part A ******(Entire Application is Exhibit 2)
3. Application Part B
4. CWMA Steering Committee List (Exhibit 16) ******
5. Contributors List (Exhibit 17)
6. Annual Operating Plan****** (Exhibit 5)
7. Strategic Weed Management Plan****** or Confirmation Letter* (Exhibit 6)
8. Current Map of entire CWMA and current description or Confirmation Letter*

In addition, **ALL applicants who received funding in the previous year** must submit the following:

9. End-of-Year Report (Exhibit 12)
10. Quarterly Financial Ledger (Exhibit 14)
11. In-Kind Match “Personnel” Verification (Exhibit 11A)
12. In-Kind Match Vehicle/Equipment Verification (Exhibit 11B)
13. Mapping Data ******

* Upon receipt of the strategic plan and/or current map by ISDA, the CWMA Chairperson will receive a Confirmation Letter. Please include a copy of the Confirmation Letter in the application packet.

**** Both a hard copy and electronic copy of these documents *must* accompany each grant application. Electronic copies may be submitted by email to weeds@idahoag.us or by a disk included in the application packet sent to ISDA.**

B. STATEWIDE WEED MANAGEMENT APPLICANTS

Types of projects that qualify as Statewide Weed Management Projects must provide: a) education opportunities related to weed management on a statewide scale; b) research that will provide answers or tools for applied weed management; or, c) be specifically designed to accomplish the goals outlined in *Idaho’s Strategic Plan for Managing Noxious Weeds* with statewide emphasis.

Complete application from a Statewide Research, Education, Taskforce, or Special Group must include the following documents, submitted in this order:

1. Application checklist (Exhibit 3)
2. Application Part A******(Entire Application is Exhibit 4)
3. Application Part B
4. Long-Range Implementation or Research Plan ******
5. Annual Operating Plan ******
6. Summary of Measurable Benefits related to focus of the Idaho Strategic Plan for Managing Noxious Weeds ******
7. Project Participants and Cooperators List ******
8. Map and/or Description of the Project Area

In addition, **ALL applicants who received funding in the previous year** must submit the following:

9. End of Year Report (Exhibit 12)
10. Quarterly Financial Ledger (Exhibit 14)
11. In-Kind Match “Personnel” Verification (Exhibit 11A)
12. In-Kind Match Vehicle/Equipment Verification (Exhibit 11B)
13. Mapping Data******

****Both a hardcopy and electronic copy of these documents *must* accompany each grant application. Electronic copies may be submitted by email to weeds@idahoag.us or by a disk included in the application packet sent to ISDA.**

II. WHERE TO SUBMIT A COST SHARE REQUEST APPLICATION:

A hard copy of the Cost Share Request application must be mailed or delivered to the address below by the deadline specified in the application. Additional electronic copies of documents should be emailed to weeds@idahoag.us.

Idaho State Department of Agriculture
Noxious Weeds Cost Share Program
P.O. Box 790
2270 Old Penitentiary Rd
Boise, ID 83701

NOTE: FAXED Cost Share Request applications will not be accepted.

For specific questions, refer to the ISDA Noxious Weed Cost Share Web page (<http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>) or contact ISDA at (208) 332-8528 or email at weeds@idahoag.us.

III. HOW TO COMPLETE THE APPLICATION:

Application Procedures

The submission of a Noxious Weed Cost Share Application requires the involvement of all CWMA Steering Committee Members, a Grant Administrator (such as an RC&D), and the County Commissioners. Approval to submit a proposal must be secured by signature of the County Commissioner(s) or Authorized Certifying Official(s) on Part B of the application.

Applications should be completed using the electronic Excel Spreadsheet provided by ISDA (this can be downloaded from website (<http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>). Be sure to check your addition and subtraction so that everything is correct on PART A. Please read and make sure you understand the Grant Conditions that are summarized on the application and in the Cost Share Policy prior to submitting an application. **NOTE: To be approved by ISDA, all applications must demonstrate the ability to meet the minimum 50 percent match and/or in-kind service estimate for the AOP.**

Filling Out the Application:

STEP 1. Complete these items on PART A (Exhibit 1):

- **Date of Application** – Enter the date that the application is completed.
- **Name of Applicant** – Enter the name of the Cooperative Weed Management Area (CWMA), University, Taskforce Group, or other entity making the cost share request.
- **Contact Name/Phone #** - Enter the name and phone number of the Chairperson or Lead for the Project who will be able to respond to inquiries from ISDA staff and others about the application or project.
- **Contact Address** – Provide the mailing address of the Contact Person
- **Financial Recipient Name/Phone #** - Enter the name and phone number of the organization that will receive and manage the grant funds (for example, a county, RC&D, or one of the organizations participating in a CWMA).
- **Financial Recipient Address** – Enter the mailing address of the Recipient organization.
- **Financial Recipient Federal ID #** - Provide the federal identification number of the Recipient.

Note: Summary of ALL COSTS and CONTRIBUTIONS – Some of the figures for this lower section will automatically be filled in as information is entered into the blocks (cells) if using the Excel spreadsheet. Please do not change any calculation formulas. The Excel spreadsheet is set up to add/subtract as required for the application.

STEP 2. Estimated Summary of All Costs and Contributions - Use the information in your Annual Operating Plan (AOP):

Line A. Total Project Costs + Capital Outlay – Enter the total amount of money, contributions, and matching to complete the entire Annual Operating Plan.

Line B. Federal Matching Contribution

Line B1 – Federal Matching Contribution – Enter the total amount of contributions from federal sources (Bureau of Land Management, Forest Service, etc.)

Line C. Subtotal of project cost minus federal contribution – This should automatically fill in on the Excel spreadsheet (if not, this is Line A minus Line B1)

Line D. Total Non-Federal Matching Contribution

Line D1 – Landowner/Private – Enter the amount of contribution/matching that will be provided by private landowners.

Line D2 – Non-Federal Government – Enter the amount of contribution/matching from county, other state (not including ISDA money), and local or city government agencies.

Line D3 – Other – Enter the amount of contribution/matching from other organizations such as The Elk Foundation, The Nature Conservancy, Western Whitewater Association, etc.

Line E. Subtotals for Non-Federal Matching Contribution (sum of...) – This should automatically fill in on the Excel spreadsheet (if not, this is the sum of Lines D1 plus D2 plus D3).

Line F. Total Amount Requested From ISDA – This should automatically fill in on the Excel spreadsheet (if not, this is Line C minus Line E).

Line G. Carryover From Previous Year – This is any remaining balance of money granted by ISDA from the previous year.

Line H. Amount Requested From ISDA For Current Application Year– This should automatically fill in on the Excel spreadsheet (if not, this is Line F minus Line G).

STEP 3. Quarterly timeline

Line I. Provide a Quarterly Timeline for Money Requested From ISDA to Be Spent - Insert the amount of money that is needed for each quarter. After the Amount Requested from ISDA for current year is calculated (Line H), use the quarterly timeline to indicate the amount to request from ISDA for each quarter. Remember, indicate only the amount you are able to spend per quarter.

Line J. Quarterly Totals – Sum of all four quarters of Line I. Also equal to Line H and equal to the ISDA contribution total on the Annual Operating Plan.

STEP 4. Summarize the estimated activities as outlined in the AOP.

Line K. Estimated AOP Activity Summary – This should be a summary of the estimated AOP activities or measurable results, including: estimated number of acres that will be treated, estimated number of acres that will mapped/inventoried,

estimated number of acres that will be revegetated, estimated number of public contacts that will be made. Public contacts can be the number of brochures mailed, number of persons attending a workshop, etc.

NOTE: There may be cases where it is desirable to request ISDA to contribute most of the funding for one individual project, and very little, if any, for another. Regardless of individual project in-kind totals, the contributory matches for the total grant request must be at least 50 percent.

STEP 5. Complete the information on PART B (Exhibit 1):

- **Annual Operating Plan (AOP) (Exhibit 5).** Attach a copy and annotate checklist. An AOP should include individual project plans, listed in order of priority. In the event that only part of the cost share request is granted, it will be assumed that the highest priority items will be completed first.
- **Updated Map and description.** All applicants must include an updated map and description of the CWMA or project area(s).
- **Certifying Officials:**
 - For a **CWMA**, at least two signatures are required. 1) One County Commissioner from each county involved in the CWMA; and, 2) that of the Chairperson of the CWMA.
 - All **other organizations or agencies (Non-CWMA requests)** should have a responsible individual who is authorized to certify the cost share request.

IV. HOW TO COMPLETE A FINANCIAL LEDGER (EXHIBIT 14):

NOXIOUS WEED COST SHARE PROGRAM QUARTERLY FINANCIAL LEDGER STEP-BY-STEP DIRECTIONS FOR FILLING OUT THE FORM (Exhibit 14):

The Financial Ledger form is an Excel spread sheet with mathematical formulas in place to assist in calculating funds received from ISDA, payments, RC&D fees, and the balance of funds remaining. This report must be filed on a quarterly basis. (See Guideline 8 for reporting requirements and time deadlines.)

- Enter the name of the Cooperative Weed Management Area in the top cell and the dates covered by the report. (Unless an interim report is being submitted, these dates should coincide with the quarterly time frames for reporting; for example, from March 16 – June 30, 2006 (first quarter); July 1 – September 30, 2006 (second quarter); October 1 – December 31, 2006 (third quarter); and from January 1 – March 15, 2007 (fourth quarter).
- On the “Carryover From” line, enter the date the funds are being carried over from; for example, “03/15/06,” and under “Amount Remaining” enter the unexpended funds remaining as of that date.
- Enter the date, Description of Transactions, Comments, Project/Priority, Deposit/Credit (ISDA funds only), Payment/Debit, RC&D Fee, and Amount Remaining (running balance) for each transaction.
- Instead of having to do a completely new ledger each quarter, continue to add on to the bottom of the previous quarter and file the new report showing current and previous transactions.
- Double-check your figures to ensure accuracy: The carryover balance from the previous quarter, plus deposits, less expenses and fees, should be the Ending Balance. The Ending Balance becomes the starting or “Carryover From” balance for the next report.
- **All quarterly ledgers and in-kind match summaries must be signed and dated by a person authorized to do so on behalf of the CWMA.**

GUIDELINE 2: SUPPLEMENTAL APPLICATION INFORMATION

1. WHAT IS A COOPERATIVE WEED MANAGEMENT AREA (CWMA)?

A Cooperative Weed Management Area (CWMA) is a distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate, or human-use patterns. CWMA's cooperatively integrate all noxious weed management resources across jurisdictional boundaries, utilize agreements to facilitate cooperation, and

have a local steering committee that develops and implements a strategic plan. CWMA's may be composed of land managed by a person, city, county, state, or country, or parts of such areas.

2. WHAT IS A STEERING COMMITTEE (SC)?

A Steering Committee will organize, set priorities, make assignments, and accomplish the goals for the CWMA. This group should provide direction in your CWMA operations. The functions of the SC may be defined within the Strategic Plan or through bylaws established for your CWMA. A well functioning SC will include broad representation that reflects the landownership of the CWMA and must include a minimum of one private landowner. Rotating membership and leadership can provide active participation opportunities for all partners. A Chairperson and Vice Chairperson should lead the SC. Responsibilities of the SC include creating and updating the Strategic Plan, preparing the Annual Operating Plan, and applying for grants including the ISDA Cost Share Program. It is recommended that the SC meet a minimum of four times per year in order to effectively conduct CWMA business. The Steering Committee List, as required in the ISDA Cost Share Application, must include the names, business phone numbers, addresses, email, and titles for the Chairperson, Vice-Chairperson, Grant Administrator, and other officers, along with the names of all other SC members.

3. WHAT IS A CONTRIBUTOR LIST?

The Contributor List is the list of those partners who are providing matching or in-kind contributions to support the CWMA Annual Operating Plan.

4. WHAT TYPES OF PROJECTS QUALIFY AS STATEWIDE WEED MANAGEMENT PROJECTS?

Types of projects that qualify as Statewide Weed Management Projects must provide: a) education opportunities related to weed management on a statewide scale; b) research that will provide answers or tools for applied weed management; or, c) be specifically designed to accomplish the goals outlined in *Idaho's Strategic Plan for Managing Noxious Weeds* with statewide emphasis.

5. WHAT IS AN ANNUAL OPERATING PLAN (AOP)? (Exhibit 5)

An Annual Operating Plan (AOP) is a list and description of projects and goals to be completed within a given year. An AOP will also include a brief summary of the project(s), relation of projects to long-term goals, project prioritization scheme, and location. An AOP should identify work priorities for the upcoming year. The AOP that is submitted to ISDA for cost share must follow the outline shown in Exhibit 5 and provide the required information. Newly established CWMA's may have one or a few annual projects and reflect the broad issues identified in the Strategic Plan. Whether simple or complex, the AOP should clearly identify your annual priorities and associated work projects. It is important to remember that your AOP is a report of your intentions to prospective Grantors, Administrators, and your CWMA Board.

6. WHAT IS A STRATEGIC PLAN (SP) or INTEGRATED WEED MANAGEMENT PLAN? (Exhibit 6)

The purpose of a Strategic Plan or Integrated Weed Management Plan is to identify concerns, quantify scale and scope of problems, and establish criteria for your CWMA operations. Long-term weed management goals are identified, and the use of all available and feasible weed control techniques in an organized, coordinated, and mutually supportive manner are defined. Major components of the SP include education, plant inventories and surveys, prioritization of weed problems, review of all available weed control techniques for each weed problem, selection and integration of effective control techniques, monitoring control effectiveness, and evaluation and modification of control techniques as necessary. A SP outlines the basic characteristics of a county or Cooperative Weed Management Area. It often includes a description of the area, CWMA landownership, a summary of past and current weed control efforts in the area, maps and location information of weed infestations, and an outline, description, and general timeline for long-term goals of the area. For example, you will need to develop a general map of your CWMA; map known noxious weed infestations; determine management implications, including the establishment of management areas or zones; establish criteria for prioritization of noxious weed management activities; and identify integrated pest management techniques and resources available to your CWMA. A SP will also include the cooperative agreement statements of all parties involved.

7. WHAT IS A COOPERATIVE AGREEMENT (CA)? (Exhibit 8A)

A Cooperative Agreement is the document specifying terms of agreement for the participating landowners of the CWMA, which is agreed to and signed by the participants. The purpose of a CA is to eliminate administrative

barriers, thus allowing the sharing of resources across all jurisdictional boundaries. The CA does not obligate any of the participants in any way. It simply facilitates cooperation in the CWMA. The CA facilitates flexibility in CWMA operations and minimizes unnecessary controls. The agreement should identify who the participants are; the legal authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a Steering Committee and its responsibilities, Strategic Plan, Annual Operating Plan, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, and accountability, etc.

8. WHAT IS A MEMORANDUM OF UNDERSTANDING (MOU)? (Exhibit 8B)

A Memorandum of Understanding is the document specifying terms of agreement for the participating landowners of the CWMA, which is agreed to and signed by the participants. The MOU does not obligate any of the participants in any way. It simply facilitates cooperation in the CWMA. The MOU should identify who the participants are; the legal authority(ies) under which the agreement is made; purpose; items of agreement; and land area covered under the agreement. The items of agreement should specify organizational components, including a Steering Committee and its responsibilities, Strategic Plan, Annual Operating Plan, reports, etc. Other items could address contributions, waivers of claims, exchange of resources, injuries, federal laws and orders, and accountability, etc.

9. WHAT IS A LONG-RANGE IMPLEMENTATION PLAN? (This applies to Non-CWMA or Statewide Applicants Only)

A Long-Range Implementation Plan (required for Non-CWMA or Statewide applicants only) should describe the weed management related problem that will be addressed with the research or education program outlined in the Cost Share application. The plan should define the timeline when the work will be accomplished and who the project participants, supporters, and cooperators will be. It should answer why the project is needed and how it will benefit the people and/or lands of Idaho. The Long-Range Implementation Plan for Statewide Management Applicants is similar to a Strategic Plan or Integrated Weed Management Plan required for a CWMA, although the Long-Range Implementation Plan may focus on a specific or single area of need within Integrated Weed Management.

GUIDELINE 3: ELIGIBLE AND INELIGIBLE COSTS

I. ELIGIBLE COSTS

- A. Annual meeting or conference registration fees where the attendee **IS** making a formal presentation about projects that are or have been supported by ISDA cost share grant funds.
- B. Light refreshments for tours and meetings.
- C. Equipment and/or tools. Equipment must be identified in the cost share application and requires three bids for each item that has a value of \$5,000 or greater.
- D. Contract work. All contract work must be identified in the cost share application and requires three bids for each contract that has a value of \$5,000 or greater. Examples of contract work include brochures, posters, contract spray work, contract biocontrol work, etc.
- E. Monitoring/sampling equipment when specified in the grant agreement.
- F. Implementation of invasive weed management activities.
- G. Planning, project management, and administration.
- H. Public participation and public awareness directly related to the project.
- I. Sales tax.
- J. Training recipient staff to develop skills specific and necessary to the funded project and where the training is identified in the cost share application.
- K. Other items as determined by ISDA.

II. INELIGIBLE COSTS

- A. Activities other state and federal agencies are required to perform.
- B. Activities not identified in the cost share application.
- C. Fines and penalties due to violations of, or failures to comply with, federal, state, or local laws.
- D. Interest on bonds, interim financing, and associated costs to finance projects.
- E. Legal expenses.

- F. Lobbying or expenses associated with lobbying.
- G. Ordinary operating expenses of state or local government, such as salaries and expenses of a mayor, city council member, city attorney, etc.
- H. Overtime differential paid to employees of local government to complete administrative work.
- I. Personal injury compensation or damages rising out of the project, whether determined by adjudication, arbitration, negotiation, or other means.
- J. Professional dues.
- K. Training unrelated to the project.
- L. Scientific research unrelated to a specific activity.
- M. Other items as determined by ISDA.

III. PURCHASING GPS UNITS

According to Idaho's Strategic Plan for Managing Noxious and Invasive Weeds, ISDA will "develop and maintain a statewide weed database for all lands across Idaho." ISDA will also "... encourage the development and maintenance of CWMA interagency weed inventory databases at the local community level (p.18)."

In order to satisfy these requirements, ISDA will consider cost share applications for purchase of GPS units and/or mapping software.

No Correction Units:

User cannot alter configuration settings. Receiver accuracy is 3 to 15 meters. Units may have limited data collection, data transfer, or GIS compatibility. Units are not able to do in-office correction. May have ability to interface with real time DGPS or hand-held computer technologies. Great option for mapping at a low cost. With free third-party software you are able to convert data to points, lines, and polygons.

Estimated Cost Range: \$100-\$500

Examples Include: Garmin and Magellan

In-Office Correction Units/Resource Grade Units:

User is able to control precision through configuration settings. Good data collection, data transfer, and GIS compatibility. User can collect point, line, and polygon features and export into various GIS formats. With the use of software, GPS locations can be refined using post-processing differential correction to less than one foot. Often contain internal data collection computer for use of data dictionaries.

Estimated Cost Range: \$2500-\$6000

Examples include: Leica and Trimble

Carrier Phase Units:

These units are very sophisticated and accurate. Often, two units are needed. These units are often accurate to less than a foot. These units are survey grade equipment and require extensive training to use.

Estimated Cost Range: Over \$10,000

Mapping Software:

While there are multiple types of mapping software companies out there, the State of Idaho has chosen Environmental Systems Research Institute (ESRI) as its GIS software choice. ESRI offers many levels of ability within its software packages, and prices. Please contact ISDA if there are any questions as to what level you may need.

Estimated Cost: \$950 - \$10,000

When submitting a cost share application with a capital expenditure request, three bids are required. ISDA encourages obtaining bids from local sources.

Capitol expenditure requests will be awarded after review and based on prices of competitive bids.

IV. PURCHASE OF IDAHO'S NOXIOUS WEEDS BOOKLETS

ISDA Cost Share Funds can be requested to purchase *Idaho's Noxious Weeds* booklets published by the University of Idaho, with the following caps and requirements:

- A. Maximum number of booklets that may be requested using Cost Share Funds is 200 books.
- B. Each booklet purchased must be a 50/50 match (i.e., CWMA purchasing one booklet for each one booklet purchased with Cost Share dollars).

GUIDELINE 4: CRITERIA FOR EVALUATION OF COST SHARE APPLICATIONS

Evaluation of applications will be based on completeness, accuracy, and on the best use of weed science principles. The Review Committee will utilize a scoring system to rank all projects in regard to how well they meet the criteria (Exhibit 18) for the Cost Share Program. Results from the scoring system will be submitted to ISDA for final ranking and determination of funding priority for cost share requests.

I. WHAT CRITERIA IS CONSIDERED WHEN RANKING APPLICATIONS FOR FUNDING?

The review committee for cost share applications is comprised of members from Idaho Weed Control Association (IWCA), Idaho Weed Coordinating Committee (IWCC), Idaho Association of Weed Control Superintendents (IAWCS), United States Forest Service (USFS), and Idaho State Department of Agriculture (ISDA). Yearly evaluation of applications will be made based upon criteria for nine different criteria or categories. There are four permanent categories plus five additional emphasis categories that are selected by the review committee on an annual basis. The categories for evaluation of applications will be announced by ISDA in the fall prior to the yearly cost share application deadline. Cooperative Nature of Application, Participation of Private Landowners, Accomplishments of Last Year, and Partner Contribution Ratio from Last Year are the four permanent categories. The five additional emphasis categories are determined by the Cost Share Review Committee at their annual meeting. Proposed additional categories that the review committee will use for their selection may include: Proposed Use of All Tools, Submitted Inventory & Mapping Information, Proposed Rehabilitation/Revegetation, Proposed Prevention/Education, Proposed Early Detection/Rapid Response, Proposed Diversity, and Proposed Biological Control. The five categories selected by the committee for emphasis in 2006 are: Submitted Inventory & Mapping Information, Proposed Rehabilitation/Revegetation, Proposed Prevention/Education, Proposed Early Detection/Rapid Response, and Proposed Biological Control

II. NOTIFICATION GUIDELINES

Once review results have been compiled from the Cost Share Review Committee and a tentative amount to be allocated is determined, a financial award letter will be sent to successful applicants. Successful applicants **must** accept or decline the financial award letter (Exhibit 19) by responding to ISDA. A completed signed copy of Form AD1048 must accompany the returned acceptance of financial award letter (Exhibit 20). With the available funds, ISDA will process the financial awards.

GUIDELINE 5: HOW TO AMEND A COST SHARE BUDGET

I. REALLOCATING FUNDS WITHIN A SINGLE FISCAL YEAR (Exhibit 9)

It is sometimes necessary to amend an existing cost share allocation. Generally, the request to amend is initiated by grantee, although occasionally ISDA may initiate the amendment. If the amendment request is initiated by the grantee, it is essential to submit a **Grant Amendment Request**. (Exhibit 9). The Grant Amendment Request can be made by a letter or email from the CWMA Chairperson or Statewide Weed Management Project Lead to ISDA providing the detail of any changes to the AOP.

Changes that need to be submitted to ISDA for approval include, but are not limited to: additions or subtractions to the AOP, deviation from the priority of accomplishing the AOP, and any other changes that may impact the completion of the originally funded AOP. Once submitted, ISDA will review the amendment request and send the appropriate approval or denial of the request.

NOTE: *To be approved by ISDA, all changes (including capital purchases and contracts) must maintain the minimum 50 percent match and/or in-kind service for the funded AOP.*

II. REALLOCATION OF FUNDS INTO THE NEXT FISCAL YEAR (Exhibit 10)

Unexpended funds reported in the Financial Report must be accounted for at the fourth quarter by:

- A. Returning unexpended funds to ISDA **or**
- B. Submitting a Carryover letter outlining use of those funds and appropriate entries on next year's Cost Share application form.

A carryover letter should detail the reallocation of any excess funds. The letter should be drafted by the CWMA Chairperson or Statewide Weed Management Project Lead and should detail the total carryover amount, the reason for the carryover, and the year carryover should be applied to.

NOTE: *When completing the following year's application, be certain to put the corresponding carry over enter total on the Part A, section G, summary form (Exhibits 2 and 4).*

GUIDELINE 6: GENERAL GUIDELINES FOR GRANT ADMINISTRATION AND EXPENDITURES:

I. ADMINISTRATION

- A. Effort should be made to expend grant funds in a timely manner.
- B. Cost Share applications and mandatory reports should be processed well before the due dates in order to allow for any revisions needed and for the gathering of signatures.
- C. When setting up budgets, the line-item amounts should closely match those detailed in the original cost share application.
- D. Budget modifications need to be approved by the ISDA prior to expenditures being made. Budget line item changes cannot exceed 10 percent of the total program budget, any amendment requests to exceed such limits should be filed before the specified due date. Amendment requests should be issued well before the program end date in order to confirm approval of such amendments before the final report is due.
- E. If a project will not utilize a substantial part of the grant funding for some reason, then ISDA should be informed in writing.

II. EXPENDITURES

- A. Equipment necessary to carry out grant activities should be included in funding requests.
- B. Equipment purchased with grant funds belongs to the county identified within the CWMA unless otherwise stated in the application and is to be used for the good of the CWMA projects. (Note: Even though the county may be listed as the "owner," equipment purchased with cost share funds may never be used as in-kind match on ISDA reporting on Exhibit 15, In-Kind Match Summary.) Storage, maintenance, and upkeep of purchased equipment are the responsibility of the county the equipment has been assigned to.
- C. In-kind match for one project should not be used to match any other project. It is the grant administrator's responsibility to ensure that the minimum match documentation is being collected
- D. All planning related to budgeting and finding in-kind match sources for a grant should be discussed with and approved by the CWMA board.

- E. Expenditures, such as travel, conference fees, etc., should relate to the dates covered by the grant. That is, no expenditure should be incurred before or after the grant beginning and end dates.
- F. Expenditures used for match are subject to the same allowances and restrictions as grant funds.

GUIDELINE 7: KEEPING ACCURATE RECORDS

Once you have received the grant, it is essential that you effectively manage it. In accepting the grant, you have agreed to accomplish designated tasks within a specified timeframe for a designated amount of money. This requires maintaining accurate and complete records, effectively managing the budget, and providing accountability information and reports.

I. HOW TO MANAGE THE RECORDS:

A good file system is essential to effective grant management. Files should contain, at a minimum, the following:

- A. A copy of the application, approved budget, and operational budget
- B. Correspondence
- C. Time documentation records
- D. Herbicide application records
- E. Personnel timesheets and contracts
- F. Consultant contracts, invoices, and reports
- G. Report forms and copies
- H. Related grant files such as client records, publicity, evaluation, before and after photos, maps, etc.
- I. Copies of all bids, requisitions, and invoices
- J. Project Match Documentation

NOTE: Grant records should be maintained for a minimum of **five years** from the grant closure date for auditing purposes or until a final agency audit has been completed. Never discard documents sooner than five years without checking with ISDA.

II. HOW TO PROVIDE PROJECT IN-KIND/MATCH DOCUMENTATION (Exhibit 11A and Exhibit 11B):

All in-kind or matching contributions must be properly documented for each Annual Operating Plan receiving Cost Share dollars. It is critical that the match documentation include the signature and contact information of the responsible person for the contribution documentation. Each contributor must maintain detailed documentation of contributions. All contributions are to be compiled into the Contribution In-kind Match Summary (Exhibit 15) as supporting documentation for the Financial Ledger (Exhibit 14). All documentation should be available for review upon request of ISDA.

III. HOW TO MANAGE THE BUDGET:

The **Budget Report** should be reviewed during each CWMA meeting (or at least every three months) to accurately check expenditures and track progress of expenditures. Monitor the progress of each priority; i.e., if a project is 50 percent complete, then approximately 50 percent of the priority funds should be used. If not, then the priority budget should be amended (see Budget Amendment section). If you need to revise your budget, refer to the Budget Amendment section (Guideline 5) for direction.

IV. HOW TO PURCHASE GOODS AND SERVICES:

General Purchasing Guidelines for purchasing goods and services associated with grant projects:

- A. Purchases should NOT be made until receipt of Cost Share money. Retroactive spending is not allowed.
- B. All purchases of goods and services with a value greater than \$5,000 using Cost Share funds must have at least three bids on file and have been included as capital expenditures or contracts in the application and Annual Operating Plan.
- C. All purchases related to the grant priority must be made prior to the completion of the grant period.
- D. Maintain all records, including requisitions, receipts, vouchers, and in-kind matching funds, related to all purchases made during the grant period. Keep these records for five years after the completion of the grant in case of an audit.

GUIDELINE 8: REPORTS

Reporting deadlines are important! Review the application at the beginning of the grant period to refresh your memory about the reporting requirements, including the timeline, type, and content of the required reports. Be sure to record the due dates for submitting quarterly and annual reports, allowing sufficient time to prepare the reports. Pay particular attention to the reports due at project closing. The quality of your reports and ability to meet the deadlines can have a direct impact on future cost share funding.

ISDA can request reports as needed during the grant period. These include financial ledgers/reports, narrative reports (detailing accomplishments), and evaluation reports. The financial manager should prepare financial ledgers/reports. Financial ledgers/reports are required at the end of each quarter. Quarterly deadlines are as follows: 1st Quarter (March 16 – June 30), report due July 15th; 2nd Quarter (July 1 – September 30) report due October 15th; 3rd Quarter (October 1 – December 31) report due January 15th; and 4th Final Quarter (January 1 – March 15) report due March 15th. Coordinate report preparation with your financial management office and provide them with copies of all required documents.

I. END-OF-YEAR REPORT (EXHIBIT 12)

A. What is the End-of-Year Report and when is it due? (Exhibit 12)

The purpose of the End-of-Year Report is to document and summarize accomplishments so that it can be provided to: the public, legislators, agency leaders, etc. The body of it should be more than six pages, not including appendices, and to the point. End-of-Year Reports are due by December 31st of the same year the grant was received.

***Note:** Both a hard copy and an electronic copy of the End-of-Year Report are required. All parts of the report should be submitted together to reduce separation or misplacement of the reports.*

B. What are the components of the End-of-Year Report?

The End-of-Year report should be approximately six to eight pages, not including the appendices.

1. Brief **Introduction**
 - a. Who are you?
 - b. What are your goals and mission? (Refer to your Strategic Plan.)
 - c. What area do you encompass?
 - d. What are the major weeds in the area and why are they a problem?
 - e. Who are your leaders/advisors/cooperators?
2. What are you doing about **the problem**?
 - a. Summary of the integrated “tools” used that year. Break down into categories, as appropriate for the projects conducted: prevention, education (public & professional), inventory/mapping, eradication, containment, control, rehabilitation/restoration, etc.
 - b. Highlight specific projects: highlight successes, state weed problems, and outline the solutions implemented. “This is what we planned, and this is what we accomplished.”
 - c. Insert pictures and maps as appropriate. Remember, “A picture is worth a thousand words.”
3. Breakdown of financial contributions to the CWMA. Use **pie graphs** to effectively illustrating the percent of contributions. Exact dollar amounts are not required in this part of the report.
4. What are your **plans** for next year? Summarize your plans for next year.
5. **Appendices**, *Required*
 - a. Steering Committee, must include landowners for CWMA
 - b. List of: acres treated by weed species, acres inventoried by weed species, acres revegetated, and total number of public contacts.

6. **Appendices, Optional**
 - a. Maps: CWMA area, weed locations
 - b. Press Releases: Newspaper clippings, media outreach.
 - c. Publications, reports, and papers: brochures, papers on the project, etc.
 - d. Weed Information Sheets
 - e. Invitations for public involvement
 - f. A “Thank You” letter from a county commissioner, weed board, or CWMA Chairperson.

***Note:** The report for a Mapping Project is the submission of the data points to ISDA in an approved electronic format. The mapping data will be incorporated into the statewide map database.*

II. FINANCIAL REPORTING (EXHIBIT 14)

The financial ledger shows deposits of ISDA funds and expenditures, similar to a standard checking account register (Exhibit 14). Financial reports may also require a Contribution In-Kind Match Summary (Exhibit 15) and Carryover Letter (Exhibit 10). A copy of the Financial Ledger is required to document the funds that have been spent. A Contribution In-kind Match Summary is required as part of each quarterly report and whenever reporting actual in-kind or matching to ISDA. **Both the Financial Ledger and the In-Kind Match Summary must be signed and dated by a person authorized to sign on behalf of the CWMA or statewide project.** Financial ledgers must be completed using the electronic Excel spreadsheet provided by ISDA (available on the ISDA website at <http://www.agri.idaho.gov/Categories/PlantsInsects/NoxiousWeeds/costshare.php>). Use of this format should reduce the number of mathematical errors. Please check your addition and subtraction to ensure that everything is summarized correctly.

***Note:** For the final report, unused funds must be returned to ISDA or reallocation requested as outlined in a Carryover Letter (Exhibit 10) that must be submitted to ISDA for consideration and determination.*

GUIDELINE 9: FISCAL AND PROJECT PERFORMANCE EVALUATIONS

I. WHAT IS THE GOAL OF EVALUATIONS?

The goal of the Idaho State Department of Agriculture (ISDA) is to assist Cost Share Participants in the implementation of *Idaho’s Strategic Plan for Managing Noxious Weeds*. The Cost Share Performance and Fiscal Review process will be conducted in a positive and helpful manner so that information derived from the reviews will be useful in strengthening the programs for both ISDA and the grant recipients.

II. WHAT IS THE MISSION FOR THE EVALUATIONS?

- A. To determine if the objectives of the Cost Share funded projects were accomplished.
- B. Ensure that ISDA cost share funds are adequately and accurately accounted for and that these public funds are used for the purposes specified in the program;
- C. Make periodic on-site reviews with cost share grant recipients to evaluate the effectiveness of cost share funds for implementing Annual Operating Plans (AOP) and/or individual integrated weed management projects; and
- D. Evaluate the effectiveness of applied cost share projects, measures, and programs in stopping the spread of noxious weeds in Idaho.
- E. Evaluate the effectiveness of base map development and year-to-year progress.

III. WHAT TO EXPECT FROM ON-SITE REVIEW:

- A. ISDA personnel will travel to conduct the on-site reviews. Cost share grant recipients will be contacted in advance to set up a mutually acceptable date and time. Prior to the visit, grant recipients will be expected to:

1. Notify all responsible parties for participation in the review; and,
 2. Organize and prepare the documentation and supporting data required for the review.
- B. Typically, two types of reviews will be utilized by ISDA with cost share grant recipients, although they may occur at different times of the year:
1. **Fiscal Review.** A Fiscal Review will generally be conducted by an ISDA representative. Reviews will usually be conducted in the spring following the submission of the End-of-Year Report; generally this will be during February - April. The major focus will be to track the total grant sum of ISDA funds that were allocated based on Part A of the Cost Share Application and to verify the Financial Ledgers and in-kind documentation.
 2. **Performance Review.** A Performance Review will generally consist of an ISDA representative, the CWMA Chairperson, County Weed Superintendent(s), and others who wish to be involved. Performance reviews are generally conducted in the summer or fall following the associated fiscal review. Performance reviews are done to determine if projects are accomplished. If a CWMA was not reviewed in the previous year and funding was received in the previous year, both years' projects may be reviewed.

***NOTE:** Following the reviews, an ISDA review team member will prepare a written report of the findings and provide it to the county or CWMA leaders. Any deficiencies will be noted and, if necessary, remedial actions prescribed. ISDA will also note "successes" of the reviewed program, as well as identifying individuals who deserve recognition for outstanding or extraordinary work.*

IV. WHAT IS THE FOCUS OF THE EVALUATIONS?

A. Performance Reviews

1. Description and details of the outcome of AOP priority work
2. Estimate of the project success, including acres treated by weed species, number of acres inventoried, number of educational contacts, number of contributors, number of participants, etc.
3. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.
4. Confirm purchase and location of capital equipment purchased with cost share funds.

Additional potential emphases or questions that may be asked regarding the mapping projects:

1. A request for a demonstration of mapping procedures, data integration, map development if available, and other mapping related protocols and procedures.
2. Description and details of the outcome of AOP priority work; for example:
 - Number of individuals mapping
 - Tools used
 - General rating of achievement of yearly mapping goals
3. Estimate of the project success, including: number of acres inventoried/surveyed, number of acres mapped, number of contributors/cooperators, and educational benefits, if applicable.
4. Confirm participation of cooperators and contractors through meeting minutes, interviews, or other documentation.
5. Confirm purchase and location of mapping equipment purchased with cost share funds.
6. Confirmation that procedures/protocols will interface with the state database and expected time of data delivery to ISDA.

B. Noxious Weeds Financial Reviews

1. Reviewer will need the following:
 - a. Organization name, phone, contact person, and driving directions
 - b. Copies of the financial ledgers and their supporting documentation
2. Organization should have ready for examination the following:
 - a. Financial ledgers and their detail
 - b. The approved and paid invoices for projects

- c. Documentation for in-kind (see Exhibit 11A and Exhibit 11B)
- 3. Review will consist of the following:
 - a. Review invoices for approval from someone other than check writer
 - b. Re-create detail from invoices provided. Verify that amounts paid were correctly reported on Financial Ledger. If there is a discrepancy between what was reported and invoice, make a note of reason why.
 - c. Re-create in-kind from documentation provided. Verify that amounts documented were correctly reported on the Financial Ledger. If there is a discrepancy between what was reported and documentation, make a note of reason why.

Additional potential questions that may be asked regarding the cost share funds:

- 1. Do you have a procedure for approval and payment of bills?
 - Process should be documented and included with review notes.
 - Reviewer will check for consistency with procedure and note any irregularities or lack of procedure.
- 2. Do you account for revenue and expenses?
 - Ledgers should show date, check number, vendor name, description, and amount paid.
 - Do the beginning and ending balances reconcile with those provided to ISDA?
 - Any invoice over \$25,000 should be copied and included with the review notes.
 - Payments made to compensate several individuals (i.e., contests, Bag o' Woad) should be copied and included with review notes.
 - Missing invoices should be noted in review notes and a missing invoice form completed and left with CWMA as replacement documentation. (See Record of No Activity – No Invoice Available, Exhibit 21.)
 - Were any indirect costs charged to ISDA funds? If so, what was the amount or 5 percent taken?
- 3. Do you have documentation for the use of cooperator matching funds in completing cost shared projects and programs?
 - No federal monies can be used as match.
 - If a vehicle was volunteered, who was it used by? Dates? Vehicle make/model/license? Number of hours? (See Exhibit 11B.)
 - Are amounts based on those shown on ISDA standardization schedule? If not, other documentation needs to be provided to validate costs given. (See Exhibit 7.)
 - Are amounts prepared and validated by the contributing person/organization?
 - Are sign-in sheets being used for volunteer events? (See Exhibit 11A and Exhibit 11B.)

V. HOW ARE EVALUATION RESULTS REPORTED AND HOW ARE THEY USED?

When an evaluation has been conducted, a letter summarizing the results or other documentation will be provided to the CWMA Chairman, Grant Administrator, Project Lead, or other authorized representative. In cases where deficiencies are noted, ISDA will recommend corrective actions. Evaluation results are used to determine the nature and extent of needed follow-up action. The evaluation results will be considered when reviewing subsequent Cost Share Requests. If the CWMA is found to have: 1) Gross misuse or misrepresentation of funds by a recipient; 2) failure to implement the recommended corrective actions; and/or, 3) Non-compliance with the policy guidelines for the ISDA Cost Share Program, this may result in ineligibility to participate in the ISDA Cost Share Program, repayment of funds, and/or legal action.

APPENDICES

APPENDIX 1

TIPS FOR WRITING ISDA COST SHARE REQUESTS

Start early

Develop a timetable for developing and submitting the request. See the example timetable (Appendix 2).

Follow the instructions

Read the application carefully and follow all the instructions! Applicants not following the basic instructions risk having their applications rejected from the pool of eligible requests.

Organize for clarity

Follow the application format included. Provide all information asked for in the instructions in the order requested. Don't make reviewers hunt for information, even if this means repeating information or referencing the reader to a previous section. Applications should include introductions to orient the reviewer. Include an Annual Operating Plan, clearly written project descriptions, and strong topic sentences.

Make it easy to read

Make sure you do not have any typographical errors in your proposal.

Communicate clearly

Include what you plan to do and why; how it will be done and why it is the best approach; who will be involved and why they are qualified; what is needed to accomplish the tasks; what the timetable will be; and how to measure whether the goals have been met. Use plain English and define your terms, avoid jargon and "bureaucratese."

Get feedback from others

Check the clarity of your writing by having friends or family who are not familiar with your topic read the proposal; if they understand it, it's passed the "Grandmother Test" and should be understandable and clear to your reviewers.

Pay attention to the budget

Account for all relevant items in the budget. Do not introduce elements in the budget that have not been discussed in the proposal narrative. When reviewers have problems with the budget, they are likely to mistrust other information in the proposal. Carefully review the In-Kind/Matching to be sure you know what costs are allowable. Make sure your budget numbers add up.

Meet the deadline

Make sure your application is not late! Plan ahead and allow sufficient time for review at all stages. If an application is late, it won't be considered. Read the deadline information carefully. All Cost Share Application Packages must be postmarked on or before the deadline of December 31.

Recommendations for monitoring of sub-recipients

A sub-recipient is a third-party organization performing a portion of a project or program. Examples of sub-recipients include Counties, RC&Ds, USFS, BLM, TNC, Grant Administrators, CWMA Administrators, etc. The terms of the relationship are documented in a subcontract. These guidelines are intended to assist responsible Grant Administrators and/or CWMA Steering Committee Boards in ensuring that the sub-recipient is conducting its portion of the project in compliance with ISDA award guidelines and conditions and that the sub-recipient's portion of the costs of the project are reasonable and allowable.

A. Roles and Responsibilities:

1. CWMA Steering Committee Boards have primary responsibility for the monitoring of sub-recipients to ensure compliance with ISDA guidelines and conditions.
2. Grant Administrators have responsibility for assisting Steering Committee Boards in discharging their monitoring responsibilities, for reviewing invoices from sub-recipients and questioning expenditures if necessary, and for maintaining documentation of monitoring efforts as outlined by ISDA.

3. Sub-recipient responsibilities are stipulated in the content of the sub-contract.

B. Methods Available to the Grant Administrator Monitoring of Sub-Recipient for Sub-Contract Compliance:

1. The routine receipt and review of Technical Performance Reports
2. The routine **Review of Expenses-to-Budget**
3. The periodic performance of **On-site Visits**, as necessary
4. The option to perform "**Fiscal Reviews**," as necessary
5. It is also important to note that there may be additional project-specific requirements that mandate collection and documentation of other kinds of assurances during the course of a project.

C. Sub-recipient Monitoring/Oversight Guidelines:

1. The responsible Grant Administrator and/or CWMA Steering Committee Board should determine the frequency and intensity of monitoring procedures jointly with the sub-recipient. Details should be included in the sub-contract.
2. Examples of Administration Actions for Sub-recipient Monitoring/Oversight by CWMA or other organizations receiving Cost Share Funds:
 - a. **Collection of Technical Performance Reports** - Project Performance Reports for each project should be reviewed and evaluated on a timely basis by the CWMA Steering Committee Board and/or responsible party; unusual or unforeseen items should be investigated and documented.
 - b. **Review of Invoices and Expenses-to-Budget** - Sub-recipient's invoices showing both current period and cumulative expenses-to-budget are generally required. Grant Administrators should compare sub-recipient invoices to established sub-award budgets. Evidence of the regular review of invoices by both the CWMA Steering Committee Board and the Grant Administrator should be in place and retained on file. "Evidence" can be in the form of CWMA Steering Committee Board Member initials or authorizing signature on invoices, e-mail communications, notes of meetings with the Grant Administrator, etc.
 - c. **Clarification of Invoiced Charges** - Grant Administrators should request explanations for any "unusual," "miscellaneous," "other," or apparently excessive charges invoiced by the sub-recipient. If the explanations received are not sufficient to render a prudent judgment on the allowability of the cost, Grant Administrators may request detailed justifications from sub-recipients. Examples of detailed justifications that may be requested from sub-recipients are:
 - 1) Personnel time records/data
 - 2) Copies of paid invoices showing the cost of items purchased and In-Kind Matching documentation (with proper signatures)
 - 3) Descriptions of services rendered by consultants including hourly rates and time reports
 - 4) Detail of travel charges incurred stating the purpose, airfare, meals, ground transportation, unallowables, etc.
 - 5) Costs determined to be unallowable or unreasonable should be disallowed. In circumstances where questionable costs remain unresolved, it may become necessary to conduct a more definitive audit. In these cases, Grant Administrators may contact ISDA for coordination of subsequent actions.
 - d. **On-site Visits** - On-site visits are a discretionary monitoring procedure. On-site visits conducted by the CWMA Steering Committee Board Members to evaluate both compliance with the objectives of the project and the appropriateness of the sub-recipient's administrative systems, processes, and charges should be documented via correspondence, meeting notes, project reports, herbicide application records, etc., and retained on file.

APPENDIX 2

Below are the steps in the ISDA Noxious Weed Cost Share application approval process; these include an estimated timeline for completion of the approval process.

Steps	Process	Timeline
Step 1. Cost Share Applicant	Submit a complete packet on time to ISDA. Must be post marked no later than December 31 st .	December 31 st
Step 2. ISDA	The application is logged into a database and notification of receipt is sent to applicant	Within 14 days of receipt
Step 3. ISDA	Cost Share Personnel verify the match requirements and conduct other reviews as necessary, based on the criteria for application. If application is complete and meets necessary requirements, it will be sent to the Cost Share Review Committee. If any application is found to be incomplete, it will not be considered for funding. Summary information related to the grant is entered into the ISDA Noxious Weeds Cost Share database.	After Dec. 31 st
Step 4. Cost Share Review Committee	Reviews and evaluates all applications. Submits evaluations and recommendations to ISDA	February 1
Step 5. ISDA Acceptance Process Steps	Compiles all recommendations from Cost Share Review Committee. Determines funding level for each applicant based on the Review Committee's recommendations. Notifies successful applicants with an estimate of the financial award approved for them.	March 1
Step 6. Cost Share Applicant	Accepts or declines the financial award offer by responding to ISDA.	
Step 7. ISDA	Processes financial awards to successful applicants as funding is made available to ISDA from federal partners.	Ongoing from April 1 st until completed

APPENDIX 3:

ISDA Noxious Weed Cost Share Program Glossary Terms

Agency	(a) In the case of the federal government, any authority which exercises administrative control over defined areas of federal lands within the state of Idaho; (b) In the case of the state of Idaho, any department, board, commission, or institution; (c) In the case of local government, cities, counties and any legal subdivisions thereof, drainage districts, irrigation districts, canal companies, highway districts, or any special taxing district.
Applicant	A project sponsor – must be a CWMA, city, county, state agency, conservation district, tribe, or special purpose district.
Aquatic Plant	<u>"Aquatic plant" means any plant growing in, or closely associated with, the aquatic environment and includes floating, emerged, submersed, and ditch bank species.</u>
Award Letter	The written notification sent by the funding agency notifying the district that a project has been funded, the length of the funding period, and the amount of the funding.
Best Management Practices	Use of effective control tactics that minimize negative impacts to the resources and organisms residing in or near the area where control tactics are employed.
Budget	The financial plan for operation of the project that includes an estimate of the income and expenditures associated with operating the project for an identified period of time, often a year.
Competitive Grant	Funds that are received through submission of a proposal in response to a Request for Application (RFA). Competitive grants include those that are received directly from the primary funding source, as well as those that are received from a secondary source from flow through dollars (i.e., federal dollars that are allocated to the state and, in turn, distributed by the state to grant recipients through a competitive grant process).
Conflict of Interest	CWMA Board Members should be sensitive to situations in which there is a potential for conflict of interest. The potential is especially great when a CWMA member is a consultant for, or has some other financial interest in, a business venture that is related weed management. Such situations pose a problem for a CWMA since priorities may be distorted by the opportunity for economic gain on the part of the individual member, the business in which he or she works, or even the CWMA itself. However, no definition for conflict of interest can substitute for individual integrity and common sense.
Consultant	A consultant is an individual who is external to the organization who has expertise in a given area and who is hired by the organization to provide assistance in solving a problem that is in his/her area of expertise.
Containment	Containment means to confine a weed to an identified area of infestation; halting the spread of a weed infestation beyond specified boundaries.
Contract for Services	Funds that are received through a contractual agreement to provide specified services, such as training courses or an educational program. Typically, a simple proposal is prepared that includes a cost justification for the services provided.
Control	Manage the problems caused by weeds. Any efforts aimed at reduction of biomass of the invasive plant species or the prevention of viable seed production or proliferation of vegetative structures that produce new plants of an invasive plant species or colony. Categories of control efforts include:

Biological Control: Organisms that reduce the population of an invasive plant species in a self-sustaining manner and function in a density-dependent relationship between the organism(s) and the target invasive plant. Organisms include insects, mites, and fungi.

Chemical Control: The use of any herbicide or other plant protection product for control of an invasive plant species.

Cultural Control: Modifications to management or production of an area that support invasive plant species. Examples include: timing of grazing, plant competition, manipulating fire return frequency, timing of mowing, and changes to watering pattern.

Mechanical Control: The use of mechanical implements or tools in the removal of invasive plants. Methods may include digging, disking, or mowing.

Control	Control means any or all of the following: prevention, rehabilitation, eradication, or modified treatments specified in a cooperative weed management area.
Cooperative Weed Management Area (CWMA)	A distinguishable hydrologic, vegetative or geographic zone based upon geography, weed infestations, climate, or human-use patterns. Cooperative weed management areas may be composed of a portion of a county, a county, portions of several counties, or portions of one(1) or more states (Section 22-2402, Idaho Code).
Cost Sharing	Cost sharing is synonymous with Matching and In-Kind Funds.
Deadlines	Due dates for submission of proposals and grant reporting requirements. When submitting proposals it is important to note whether the deadline is the due date for receipt at the agency or for postmark of the proposal.
Direct Costs	Expenses that are associated with the operation of a project and that are itemized by categories that are described by specific uses of allowable costs (e.g., salaries, fringe benefits, travel, supplies).
Director	Director refers to the Director of the Idaho State Department of Agriculture or an authorized representative.
Early Detection and Rapid Response (EDRR)	Finding invasive plant species during the initial stages of colonization and then responding within the same season to initiate eradication of the invasive plant species.
Early Infestation	Early infestation is the introduction of a new invasive, non-native plant.
Effective Date	The date on which a cost share agreement becomes effective, which is the date it is signed by the ISDA Noxious Weeds Program Manager, unless otherwise stated in the agreement.
Eligible Cost	The portion of the cost of activities that can be financed under the provisions of these guidelines.
Emergency Project	A project to eradicate or contain a new invasion of a nonnative, invasive plant. Grants for early infestation projects are available year-round and provide immediate financial assistance to local or state governments.
Eradicate	To eliminate a weed within an area of infestation.
Federal Identification Number (FIN)	The identifying number assigned to an organization by the federal government.

Fiscal Year (FY)	The Fiscal Year refers to the 12-month period for financial operations for an organization or government. The fiscal year of the State of Idaho is July 1 – June 30, while that of the Federal government runs from October 1 – September 30.
Full Time Equivalent (FTE)	The amount of time spent in an activity or position that is calculated as a percentage of a full time position on an annual basis (e.g., a person who is hired for a 12-month period on a half-time basis is considered to be 0.5 FTE; a nine-month employee working fulltime is 0.75 FTE).
Funding List	The list of projects approved by the Director that can receive funding from ISDA during the time period in which the offer list is effective.
GIS	Geographic Information System.
GPS	Global Positioning System.
Grant Administrator	The Grant Administrator is the person responsible for administering the grant. Responsibilities include making sure that the CWMA Cost Share funds are: 1) adequately and accurately accounted for; 2) requiring and maintaining proper matching documentation for all projects; and, 3) that the funds are used for the purposes specified in the Cost Share Application.
Grant Agreement	A contractual arrangement between a public body and ISDA that includes an approved scope of work, total project cost, set grant percentage, eligible costs, budget, and a schedule for project completion (in addition to other requirements).
Grantee	The Grantee is the organization who is the recipient and administrator of a grant.
Grantor	The Grantor is the agency that awards the funds to carry out a project.
Herbicides	A chemical that is used to control a plant; one of many pesticides.
Indirect Costs	Costs that benefit more than one activity of the recipient and that may not be directly assigned to a particular project objective. Such costs include maintaining the physical plant, library resources, and general administration. These costs are generally calculated as a percentage of the total direct costs of the project. Some portion of these costs may be eligible for reimbursement.
In-Kind Contributions	The value of non-cash contributions provided by a public body or any other approved parties. Non-cash contributions can be in the form of charges for personal services, real property, non-expendable personal property, and the value of goods and services directly benefiting and specifically identifiable to the project.
Integrated Weed Management	The use of all available strategies to manage weed populations in a manner that is economically and environmentally sound. Such strategies include cultural, mechanical, chemical, and biological methods.
Integrated Weed Management Plan	A vegetation management plan that considers all weed management options and selects one or a combination of options for implementation.
Invasive Non-native	Invasive non-native plants include the weeds that are on the Idaho State Noxious Weed List, county lists, federal list, and surrounding states or countries.
Invasive Plant Species	A plant that has or is likely to spread into native flora or managed plant systems, develops a self-sustaining population, and becomes dominant or disruptive to those systems.
Inventory	Actual acres mapped.
ISDA Cost Share	A funding program developed to establish weed control "seed money" to help create and/or maintain

Program	structured wee control programs in all geographic areas in Idaho and administered by the Idaho State Department of Agriculture.
Land	Land means all soil or water or other growing medium.
Landowner	(a) The person who holds legal title to the land, except that portion for which another person has the right to exclude others from possession of the parcel; (b) A person with an interest in a parcel of land such that the person has the right to exclude others from possession of the parcel.
Local Share or Match	The portion of the project costs not covered by an ISDA Cost Share grant, including actual cash outlays by the public body and others and non-cash (in-kind) contributions.
Mapping	Information submitted to ISDA reflecting actual areas infested, as well as actual areas showing no infestation. Information may be presented by points or polygons if less than one acre.
Matching Funds	Cash or "in-kind" support contributed by the grantee to carry out the project. The recommended minimum match for ISDA Cost Share Requests is 50 percent.
Monitoring	Follow-up inspection later in the same year or following treatment or release of biocontrol agents.
Native Species	A species that occurs at a place within its historically known natural range and that forms part of the natural biodiversity of a place.
Non-Competitive Grant	Federal or state dollars allocated on the basis of a formula. Receipt of the funds may or may not require submission of a proposal. These grants are often referred to as formula-driven grant funds.
Nonindigenous Aquatic Plant	<u>Nonindigenous aquatic plant means any aquatic plant that is nonnative to the state of Idaho and has certain characteristics, such as massive productivity, choking density, or an obstructive nature, which renders it detrimental, obnoxious, or unwanted in a particular location.</u>
Nonnative	Any plant species not indigenous to the state of Idaho.
Noxious Weed	(a) Any plant having the potential to cause injury to public health, crops, livestock, land, or other property; and which is designated as noxious by the director of Idaho State Department of Agriculture (Section 22-2402, Idaho Code). (b) Any weed listed on the Idaho State Noxious Weed List (IDAPA 02.06.22).
Pass-Through Funds	Federal funds that are received by a state or local agency for a specific purpose that then conducts its own grant process to award the funds to other individuals, organizations, or agencies.
Person	Person means any individual, partnership, firm, agency, corporation, company, society or association.
Pioneer Colony	A Pioneer Colony is one or more plants or group of plants of an invasive non-native plant species to invade a previously uninfested area.
Prevent	To deter the spread of invasive, nonnative weeds.
Prevention	(a) Any action that reduces the potential for the introduction or establishment of a plant species in areas not currently infested with that species (Section 22-2402, Idaho Code); (b) To deter the spread of invasive, non-native weeds.
Prior Authorization to Incur Costs	A written agreement between ISDA and the grant recipient authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.

Prior Authorization Date	The date specified in a letter from ISDA authorizing the recipient to begin incurring costs related to a grant for which there is not yet a signed agreement.
Project	A plant management activity for which a Cost Share grant is awarded by ISDA.
Project Completion Date	The last date that costs can be incurred and be considered grant eligible. All items identified in the scope of work must be completed by this date. Costs incurred after the completion date will not be considered eligible.
Program Manager	The individual at the ISDA who is responsible for overall communication and administration of the program and for monitoring the project, negotiating the grant agreement with the recipient, providing technical assistance, and ensuring that the project is carried out within the framework of the program.
Proposal	An application submitted to a funding agency requesting funding for a specified period of time to carry out a specified project.
Public Body	The State of Idaho or any CWMA, state agency, county, city, or town, conservation district, special purpose district, and tribe.
Quarantine	The regulation of the production, movement, or existence of plants, plant products, animals, animal products, or any other article or material, or the normal activity of persons, to prevent or limit introduction or spread of noxious weeds (Section 22-2402, Idaho Code).
Rehabilitation	Rehabilitation means the process of reconditioning formerly weed infested land to a productive or desirable condition.
Restoration	Restoration is any action taken to prevent land deterioration or to return the land system to an unimpaired state or condition. The return of an ecosystem to a close approximation of its condition prior to disturbance.
RFA (Request for Application)	An announcement by ISDA that applications will be accepted to accomplish specific goals as outlined in Idaho's Strategic Plan for Managing Noxious Weeds. As a general rule, the amount of time from the release or "letting" of the RFA until the due date for submitting requests for funding is six weeks, but the amount of time can vary.
Riparian	Riparian areas are the green, vegetated areas along the edge of water bodies like rivers, creeks, canals, lakes, springs, sloughs, potholes, and wetlands. They are the transition zone between upland and aquatic ecosystems. The increased moisture of these areas produces unique plant communities that differ from surrounding land. Underlying saturated soil is a key feature in riparian areas.
Scope of Work	A detailed description of the project, including measurable objectives useful for determining successful completion. The scope of work is negotiated between ISDA and the grant recipient.
State Priority List	List of projects prioritized for receiving financial assistance from the ISDA Noxious Weed Cost Share Program.
Strategic Prevention Plan	A plan that directs management actions to protect specific areas from the introduction of invasive plants reducing the risk of new weed infestations.
Strategic Prevention Zones	Geographic areas that are relatively weed free.
Sub-contract	Funds received from a primary grant recipient to support the costs associated with carrying out a portion of the project. Typically, it is not necessary to submit a proposal to receive a subcontract, although submission of a budget often is necessary.

Total Project Cost	The sum of all costs associated with a plant management project, including costs that are not eligible for grant funding.
Total Eligible Project Cost	The sum of all costs associated with a plant management project that have been determined to be eligible for cost share grant funding.
Treatment	Application of control technology to target control plan.
Treatment Acres	Acres actually treated: (a) Acres reported on pesticide use report; (b) Biocontrol (one release = five acres treated); (c) Grazing = actual acres grazed.
Treatment Area	Estimation of entire area covered in which treatment acres were contained.
Unsolicited Proposals	ISDA may allow institutions to submit proposals for projects that are not part of the agency's identified programs or funding priorities.
Waters	Waters means all the accumulations of water, surface and underground, natural and artificial, public and private, or parts thereof which are wholly or partially within, which flow through, or border upon the state.
Weed	Any plant that adversely affects animal populations, reduces habitat for desirable plant and wildlife species, or decreases public recreational opportunities, or causes economic hardship to the people of Idaho.